

CAL Card Intro

The Department of General Service and the Department of Transportation in conjunction with US Bank have developed a new tool for the reporting of small business (SB), micro business (MB) and DVBE participation in CAL Card purchases. It is our hope that these additional tools will assist departments who faced challenges reporting CAL Card purchases in the past. The reports can be generated through <https://access.usbank.com> and the instructions for doing so are enclosed below. The information collected in this report is intended primarily for the reporting requirements of the STD 810 SB/MB and DVBE form.

Support Questions:

If you have questions pertaining to user log in information please contact your department's CAL Card program administrator. If you need assistance with the report or the instructions (shown below) please contact the OSDS Reports coordinator at:

Ron Wright Reports Coordinator

P: (916) 375-4937

F: (916) 375-4948

If you have Technical questions that cannot be answered by either your CAL Card Administrator or the OSDS Reports team contact the US Bank technical support at:

Access Online Program Support

P: 1-800-254-9885 or 701-461-0186

Email: accessonlinesupport@usbank.com

US Bank Access for Cal Card Instructions

Log in

1. Go to: <https://www.Access.usbank.com/>
2. Log into the web site using your personal information
3. Click on “Reporting” located on the left hand side of the screen
4. Click “Tax and Compliance Management”
5. Click “[Vendor Summary by Socio-economic Indicator](#)”

Find the “Date” Section

1. Find the Date section of the website.
2. Select Calendar Month Range radial button
3. Then using the drop down menu’s select the month-day-year of the reporting period you need.

Find the “Merchants” Section

1. Find the “Merchant Profile Source” and select “Both”
2. Click on the button “Select Additional ESI”
3. On the left hand List Box titled Additional ESI fields
 - a. select the item “SB”
 - b. Click on the button “Select Field(s) >>”
 - c. You should now see “SB” in the right hand list box.
4. Repeat Step 3 for both “MB” and “DVBE”
5. Once “DVBE”, “MB”, and “SB” are all located in the right hand List Box click on the “Accept” button
 - Scroll down to the bottom of the page and click the button “Run Report”
This can take several minutes, please be patient.

The download will be an Excel document.

Goal: To determine the DVBE and SB/MB participation rates for your Cal Card Purchases.

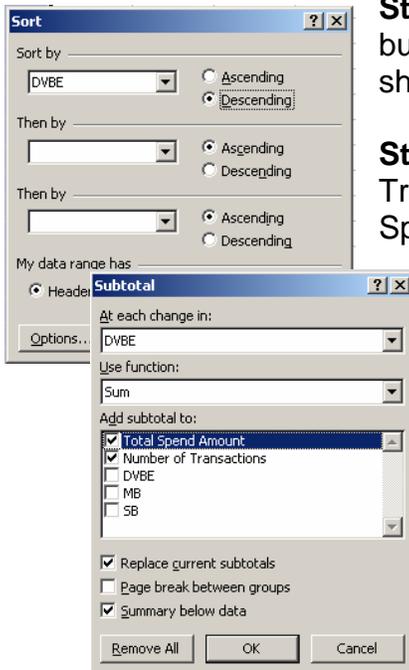
Step 1: Create a back up copy of the report downloaded from Access.USBank.com.

Step2: Open the Cal Card report. Row 1 should contain your column headings. Only 5 columns are necessary to complete this report: The ones titled: DVBE, SB, MB, Total Spend Amount., and Number of Transactions.

	A	B	C	D	E
1	Total Spend Amount	Number of Transactions	DVBE	MB	SB
2	\$100.00		1 Y		
3	\$766.84		1 Y		Y
4	\$438.82		1 Y	Y	Y
5	\$3,480.00		1 Y	Y	Y
6	\$9.43		1		
7	\$35.00		1		
8	\$4.37		1		
9	\$473.12		2		
10	\$345.00		1		
11	\$960.00		1		
12	\$2,516.54		26		
13	(\$243.33)		3		
14	\$556.94		4		
15	\$962.27		2		

Step 3: Delete or hide all other columns but the four mentioned in Step 2. There should now be only 5 columns visible.

Step 4: Locate the column titled Total Spend Amount and Number of Transactions. Sum both columns. Note these numbers; it is the total Spend and number of transactions for all Cal Card purchases.



Step 5: Sort the entire sheet by the column DVBE in Descending order. The column should now have all of the cells marked with a “Y” in the DVBE column at the top.

Step 6: Using the Subtotal command, Create a sub total for DVBE Dollars and Number of Transactions. Note these totals; they are the Total Spend Amount and Number of DVBE transactions to be counted as participation.

Step 7: After you note the sub totals before moving on go back to the subtotal menu and click the “Remove All” Button.

Step 8: Redo steps 5, 6, and 7 except this time note the sub total for Total Spend Amount using the column “MB”.

Step 9: Delete every row with a “Y” in the MB Column. (IMPORTANT)

Step 10: Redo steps 5, 6, and 7 except this time note the sub total for the Total Spend Amount using the column “SB”.

	A	B	C	D	E
1	Total Spend Amount	Number of Transactions	DVBE	MB	SB
2	\$100.00		1 Y		
3	\$766.84		1 Y		Y
4	\$438.82		1 Y	Y	Y
5	\$3,480.00		1 Y	Y	Y
6	\$4,785.66		4 Y Total		
7	\$9.43		1		
8	\$35.00		1		
9	\$4.37		1		
10	\$473.12		2		
11	\$345.00		1		
12	\$960.00		1		
13	\$2,516.54		26		
14	(\$243.33)		3		
15	\$556.94		4		
16	\$962.27		2		
17	\$4,425.26		4		Y
18	\$528.71		1		
19	\$2,157.28		4		
20	\$1,003.57		4		
21	\$1,688.15		3		